

The following template is only for the past performance portion of Sections L & M and must be integrated with other factors. Language that may be included by the IPT is prefaced by the word "Optional." IPT instruction or guidance is in red text and is prefaced by the word "Note." To provide accessibility to the disabled in accordance with Section 508, the words "End Note" follow the note to indicate the end of the red text.

(SECTION L)

PAST PERFORMANCE

Contract References: The offeror shall submit with its initial proposal contract references representing its recent, relevant performance under Government and/or commercial contracts. The contractor shall submit no more than ____ contract references. **Note: The IPT shall insert a number that will permit an adequate evaluation. End Note**

"Recent" means any contract under which any performance, delivery, or corrective action has taken place within approximately the last ____ years of the issuance of this solicitation. **Note: The IPT shall insert the number of years, typically three. End Note**

Optional: "Relevant" means performance that demonstrates the offeror has successfully manufactured or provided _____. **Note: The IPT shall insert a description of the supply, component, or service. End Note**

Optional: "Relevant" means performance that demonstrates the offeror has successfully performed contracts involving the following processes or skills:

- _____
- _____
- _____
- _____

Note: The IPT must choose one of the definitions of "relevant" or combine them together in one paragraph. If the IPT selects a definition that addresses processes or skills, the IPT may state that the processes or skills are listed in order of importance or relevance. **End Note**

Optional: The in-house performance of the above-listed processes may be considered of greater relevance and a greater predictor of success than the outsourcing of such processes.

Optional: The degree to which contracts are of a comparable complexity, size or value to the proposed effort may also be considered in determining relevance.

The following information is required with respect to each contract reference:

- a. Contract number and award date

- b. Item(s) and/or service(s) provided, including national stock number (NSN), product description, part number, if applicable
- c. A brief explanation of the contract's relevance of the current procurement
- d. Contract dollar value
- e. Quantity and monthly delivery rate if applicable
- f. Original performance schedule, actual performance dates
- g. Describe technical innovations or engineering changes that improved the quality of performance aspects of the delivered product, or any significant achievements associated with contract performance
- h. Buying activity or company, and mailing address
- i. Point(s) of contact, including names, job titles, telephone and fax numbers, and email addresses

Optional: A form is provided at Attachment ____ for the offeror's convenience.

Note: If Optional language is selected, the IPT must develop and include attachment in solicitation. End Note

Offerors that are newly formed entities may reference contracts performed by predecessor companies or contracts performed or supported by key personnel. Offerors supplying such information shall describe how it is relevant to the performance of this effort.

Other contracts: In addition to the above contract references, the offeror shall identify every recent and relevant contract it was awarded that:

- experienced any delivery/performance delays;
- experienced any quality problems;

and every recent contract that was terminated, or cancelled for any reason, in whole or in part.

For any contract falling under the descriptions above, provide all of the information listed in the preceding paragraph, plus:

- List each time the delivery schedule was revised
- Provide an explanation of why the revision was necessary
- Provide a copy of any cure notices or show cause letters received
- Identify reason for any termination
- State any corrective actions taken to avoid recurrence
- Describe the extent to which the corrective action has been successful, identifying points of contact who can confirm the success of the corrective measures
- Describe in detail any quality or technical performance problems, including:

- Rejection or failure of vendor parts
- Internal/external customer complaints
- FATR/first piece disapprovals/failures
- Lot rejections
- Audit findings classified as major
- Quality deficiency reports
- Warranty claims

The number of contract references provided in response to this paragraph is unlimited.

If there are no recent relevant contracts meeting the description above, the offeror must so state that.

Optional: Subcontractor Performance References: If the offeror intends to subcontract any major production process which exceeds 25% of the value of the effort of this procurement, the offeror shall identify the proposed subcontractor(s) and provide past performance information on the subcontractor(s) as referenced in paragraphs _____ above, and include that information as part of its proposal submission. In addition, the offeror shall include in its proposal the written consent of its proposed subcontractor(s) allowing the government to discuss the subcontractor's past performance evaluation with the offeror during negotiations. The number of submissions for any significant subcontractor shall be no more than ____ relevant and recent contracts in which it was a major subcontractor or the prime contractor. **Note: This paragraph can be burdensome to comply with and should be used only when the IPT clearly believes it will impact the source selection.**
End Note

(SECTION M)

PAST PERFORMANCE

Past performance information is evaluated as a predictor of future contract performance. Using past performance information for each offeror, the Government will assess the probability that the instant requirement will be successfully completed in accordance with contract terms.

In evaluating performance history, the Government may review the offeror's current and prior performance record of complying with all aspects of its contractual agreement: conformance to technical requirements; timeliness of deliveries/performance; quality of performance.

Optional: The IPT may also include an evaluation of the "contractor's history of cooperative behavior and commitment to customer satisfaction."

In conducting the past performance evaluation, the Government may use information obtained from other sources.

The Government may consider the currency, degree of relevance, source and context of the past performance information it evaluates as well as general trends in performance, and demonstrated corrective actions.

A significant achievement, problem/problem resolution or lack of relevant data in any element can become an important consideration in the selection process.

A negative finding in any element may result in an overall high-risk rating.

The Government may also consider past performance information regarding predecessor companies, key personnel, other corporate entities or subcontractors where such information is relevant to this acquisition.

Offerors' past performance will be rated as follows:

Very Low Risk: Based on the offeror's past performance, very little doubt exists that the offeror will successfully perform the required effort.

Low Risk: Based on the offeror's past performance, little doubt exists that the offeror will successfully perform the required effort.

Moderate Risk: Based on the offeror's past performance, some doubt exists that the offeror will successfully perform the required effort.

High Risk: Based on the offeror's past performance, significant doubt exists that the offeror will successfully perform the required effort.

Unknown Risk: The offeror had little or no recent/relevant past performance upon which to base a meaningful performance risk prediction.

The Government is not required to interview all points of contact identified by offerors.

It is the responsibility of the offeror to provide complete past performance information and thorough explanations as required by Section L. The Government is not obliged to make another request for the required information.

Optional: Failure to provide in one's initial proposal the full factual information required by Section L of this solicitation may reflect negatively on an offeror's cooperativeness and commitment to customer satisfaction.